CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Request for Qualifications for Information Technology Plan - Part 1: Strategic Plan (not to exceed $5,000.)
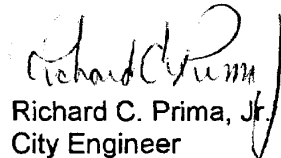
MEETING DATE: February 21, 1996

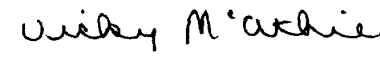PREPARED BY: City Engineer and Finance Director

RECOMMENDED ACTION: That the City Council approve the process for the first part, the Strategic Plan, of the City's Information Technology Plan and authorize the City Manager to execute a professional services contract not exceeding $5,000.

BACKGROUND INFORMATION: The current year's Capital Improvement Budget includes $150,000 for information technology-related items, both new and upgraded computer software and hardware. However, individual departmental requests for these items total over $600,000. Given that it has been over ten years since the City took a formal look at where it was headed in this area, staff recommends we do so now before we make any major purchasing decisions.

We have considered various ways of approaching what could be a major undertaking and are recommending a three-part approach: A Strategic Plan, specific Master Plans, and Implementation Plans. This approach builds on other work done by staff and has been reviewed with the City Manager. Details of our goal and process are shown on the attached sheet. Details of Parts 2 and 3 are very limited in that they will depend on the results of Part 1.

FUNDING: Capital Improvement Budget
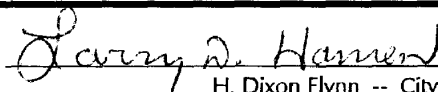
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RCP/lm

Attachment

City of Lodi Information Technology Plan

Goal: **To develop a plan to efficiently use limited City resources to provide the highest possible level of service to both external (public) and internal (City staff) users of City services and information.**

Outline of process:

Part 1 - Strategic Plan (overview of where we are and where we should be heading over the next few years)

Items to consider:

Integration of communication systems with electronic data systems

Computer systems (hardware and software and their integration into work processes)

Internal systems (accounting, billing, payroll, mapping, parcel data, special departmental data)

External systems (public information, two-way communications, public records access)

Suitability and expandability of existing hardware and software for above uses

Process:

Staff to prepare background paper describing existing systems

Staff to send out Request for Qualifications (RFQ) to consultants requesting their background in strategic planning

Review committee (Finance Director, City Engineer, and City Manager appointee) to select three or four consultants

Invite consultants (possibly on a paid basis) to meet with City Management Team to present their views on "where we ought to be heading" and answer questions

City Manager to execute contract with consultant to complete Strategic Plan

Product:

Letter report describing Strategic Plan, and

Recommendations on implementation priorities and processes

Part 2 - Master Plans (more detailed plan on specific organizational issues and procedures)

(Actual plans - which and by whom - will depend on Part 1)

Part 3 - Implementation Plans (specific plans and actions - hardware and software, training, procedure manuals, implementation)

(Actual plans - which and by whom - will depend on Part 2)